

PAULSTRA CRC WORK INSTRUCTION

Subject: Supplier Audits	Work Instruction Number: WI 320.07
	Page: 1 of 1 Date Issued: 12-Feb-98
Owned by: Kyle Carlson	Approved by:

1.0 PURPOSE

To establish and document a process for supplier monitoring through the use of supplier audits.

2.0 SCOPE

This work instruction is applicable to suppliers of purchased materials for manufacturing at all Paulstra CRC Manufacturing locations and to the Paulstra CRC Purchasing [Supplier Quality Engineers](#) (SQE), who perform the audits.

3.0 INSTRUCTION

- 3.1 Audits, using [Form 320A](#), are conducted on a scheduled basis. The schedule is to be set up to at least 90 days in advance and is subject to change based off of the result of the monthly supplier review meeting (see [Form 320B](#)) by the Paulstra SQE. The Paulstra CRC SQE shall ensure all suppliers shall perform a self-assessment on an annual basis, unless performance indicates Paulstra CRC should perform an assessment. Any decision to “Increase / Decrease” the audit frequency will be on an “As Deemed Necessary” basis and will be determined by Paulstra management.
- 3.2 The Paulstra SQE will meet with the supplier’s representatives at the supplier’s facility. A Paulstra Purchasing, Engineering or Quality representative may accompany the PAULSTRA SQE during the audit.
- 3.3 The supplier’s production processes will be monitored for compliance to the control plan. Of particular interest will be inspection records, material certifications, and test records.
- 3.4 The Paulstra SQE will investigate corrective actions for implementation, effectiveness, and continued use that the supplier has implemented into their process in response to past Material Complaint Notices.

4.0 DOCUMENT RETENTION

Audit results will be filed in the [S:\GR\Data\Operations\Quality\Supplier Audit Results](#) file on the network for a minimum of three years.

5.0 DISTRIBUTION

Paulstra Intranet Access

6.0 ATTACHMENTS

- [Form 320A](#) – Supplier Assessment Survey
- [Form 320B](#) – Supplier Audit Schedule

REVISIONS

Work Inst. No.	Rev. No.	By	Date	Description of Revision
WI 120	.00	Joe James	12-Feb-98	Original Release
		Tom Hammond	21-Sep-98	Revised Distribution List. No change to document text or revision level.
WI 120	.01	Joe James	31-Aug-99	Item 3.0-revised to include review of specific documents Item 4.0-Control plan referenced Item 6.0-control System referenced Item 7.0-SQE investigation of corrective action noted Forms shown as attachments
WI 120	.02	Joe James	03-Sep-99	Item 1.0 – Note referencing Increase / Decrease in audit frequency, to be determined by Gr. Rpds. Mgt., added. Dist. List revised.
WI 120	.03	Tim Burbank Tony Wolfram	23-Jan-03	Item 8.0 – removed “the Vice President of Operations” Reformatted, Added hyperlinks Header – changed “Written” to “Owned”.
WI 120	.04	Joe James	09-Jun-05	Item 8.0 – removed “given to Vice President of Engineering and the Purchasing Manager upon return, for evaluation”. Added “filed in the Purchasing Department and are available on the network”.
WI 120	.05	Joe James	05-Jun-07	Item 1.0 – added “It is the intent that” statement. Item 3.0 – revised statement to “The Paulstra SQE will track up to 3 lot numbers of product through the suppliers system.” Item 4.0 – revised to state “production processes”. Item 5.0 – Changed statement to “may request”. Item 7.0 – revised statement to “implementation, effectiveness, and continued use”. Item 8.0 – Revised statement to note audits will be filed on Paulstra network.
WI 120	.06	Tony Wolfram	28-Jun-07	Header – Changed “Joe James” to “Kyle Carlson” Changed Form 108AA & Form PUR 014 to Form 120A & Form 120B 1.0 – removed “Purchasing Manager, and Vice President of Operations.”, changed “Purchasing Manager, and Vice President of Operations. All suppliers will be audited on an annual basis,” to “The Paulstra CRC SQE shall ensure all suppliers shall perform a self-assessment on an annual basis”, change “a frequency change” to “Paulstra CRC should perform an assessment.”
WI 320	.07	Kyle Carlson Tony Wolfram	16-Feb-09	Entire Document – changed from 100 level (General) to 300 level (Purchasing), reformatted & renumbered. Renumbered forms from 120A & B to 320A & B. 1.0 & 2.0 – added (Purpose & Scope). 3.1 – changed “annually” to “to at least 90 days in advance and is subject to change based off of the result of the monthly supplier review meeting” 3.3 – removed “The Paulstra SQE will track up to 3 lot numbers of product through the suppliers system.” 3.4 & 3.5 – removed (request for dimensional testing during audit & requirement for document control audit) 4.0 – added “/GR” and “for a minimum of three years”